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ABSTRACT

This book shows aspiring teachers how to target their skills and experiences to the needs of a particular school, explaining that the hiring process is flawed, operating in a manner that seldom produces the candidate best suited to the particular needs of the school or district. The book suggests that candidates for teaching jobs, even those with experience, rarely possess the skills required to make the best impression on administrators who read their cover letters and resumes and conduct their interviews. The book describes a step-by-step process for job seekers which includes: finding and identifying openings; conducting research about schools and districts; using the Internet to find the best matches; conducting a campaign targeted to the needs of specific schools; preparing effective resumes and cover letters; creating effective portfolios; getting ready for the interview; having a successful interview; following up on the interview; special considerations for applying to private, public, and parochial schools; and advice for those returning to teaching or changing careers. (SM)

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